

DAILY TIME RECORD  
BRAGA, ROMMEL D.

(NAME)

For the month of  
November 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						SEL
6-THU						SEL
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						SEL
12-WED						SEL
13-THU						SL
14-FRI						SL
15-SAT						Off
16-SUN						Off
17-MON	7:11	12:00	12:53	5:01		8hrs
18-TUE	8:44	12:00	12:51	6:00	44mins	7hrs 16mins
19-WED	8:51	12:00	12:56		4hrs 51mins	3hrs 9mins
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						Absent
25-TUE						Absent
26-WED						Absent
27-THU						Absent
28-FRI						Absent
29-SAT						Off
30-SUN						Off

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

ROMMEL D. BRAGA

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head  
University Learning Commons (Library)

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